

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

3 December 1953

FROM : Chief, Coordination and Requirements

SUBJECT: Weekly Report Covering the Period 26 November through 2 December 1953

1. General

a. Instructions for Submission of Materiel Requirements (reopened and continued) Revised instructions, including the recommendations of DD/P-Admin., were forwarded to that office on 2 October 1953, with a request that such instructions be published as a Clandestine Services Notice. Within the past week the instructions in the form of a CSN have been returned informally to this Staff for review and coordination prior to formal publication. The Technical Services Staff has indicated that it desires to make a further review of the instructions by reason of late developments. It is expected that possible proposed revisions can be accomplished and the instructions returned to DD/P-Admin. within the week.

2. Projects and Studies in Process

a. Logistical Requirements and World-wide Stocks (continued) This study is progressing and further reports will be submitted as significant changes occur.

b. Master IBM Supply and Requirements Deck (reopened and completed) Tabulations of approximately 18,000 line items have been prepared in connection with obtaining current prices and weights for evaluation of materiel requirements. The lists have been reviewed for the purpose of obtaining missing technical service stock numbers for items identified by a permanent federal stock number. Pricing of the majority of Department of Defense items has been completed. The insertion of weight data has been delayed pending receipt of information from the Department of Defense. In addition to the 18,000 line items,

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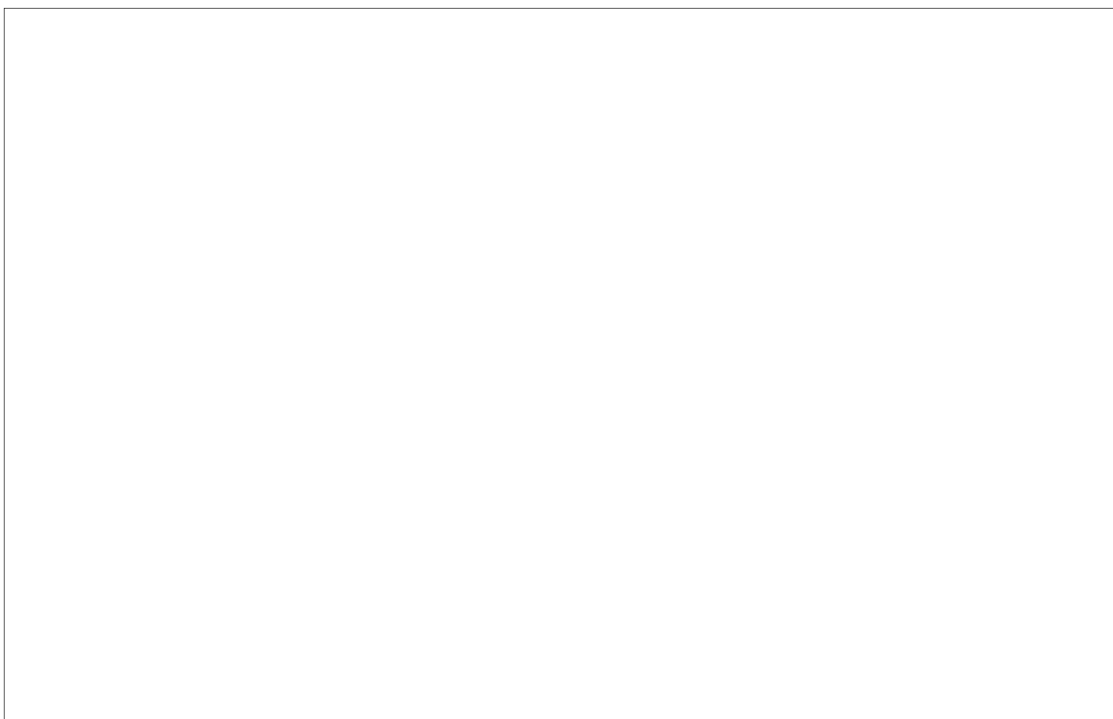
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approximately 200 new items are added each month to the IBM deck, which increases the work load of the project. Further reports will be made at appropriate intervals to indicate progress and status of this project. ✓

c. Control Unit - Machine Records Processing (continued)

The Machine Records Branch, General Services Office, has agreed to relinquish control of the IBM master nomenclature (supply and requirements) deck to this Staff, for the purpose of making necessary additions, deletions and changes. Informal procedures have been established with Supply Division for routing of such adjustments to the Control Unit. The Supply Division has concurred informally with respect to the establishment of a coordinating group for the purpose of developing and reviewing procedures for the processing of machine records which effect cataloging, stock control and requirements functions. ✓

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3. Other Items of Interest (Items c through g are of a non-recurring nature)

a. Development of Standard Briefing Aid (new and completed)

A visual aid has been developed by the Planning Section of this Staff to assist in the briefing of Agency personnel. The purpose of the aid is to assure complete coverage of the functions and position of this Section in relation to the Logistics Office and other elements of the Agency. The principle has been approved by the Deputy Chief of Logistics and suggested as a standard to be adopted by other divisions of the Logistics Office. ✓

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b. Logistical Annex (reopened and continued) Working level discussions are continuing, relative to the proposed Logistics Office Handbook, "Preparation of a Logistical Annex to an Operational Plan".

c. NEA and SE

Too much information with regard to persons and places is being shown on property turn-in vouchers. The divisions have been informed that cargo and account numbers are sufficient for identification purposes. This matter may be applicable to all operating division logistics sections.

d. EE

(1) Assisted the Division to clear up a discrepancy in materiel delivered to [redacted] 50X1
The Warehouse was contacted and arrangements made for a replacement of the materiel received short.

(2) Obtained information for the Division as to when the "IBM Catalog Listing" would be available for pouching to the field. It was determined that same would be prepared and ready for dispatching by 15 December 1953.

e. SR

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Obtained information on delivery status of the contract covering [redacted] and equipment. Attended a conference with representatives of the SE and SR Divisions to discuss the possibility of SR Division obtaining some of this equipment on loan or reimburseable basis for training.

f. FE

Arranged for and attended a meeting between representatives of FE/LOG and the Supply Division, LO, for the purpose of clarifying the requisitioning procedure between [redacted] 50X1
and Headquarters. The Supply Division has the responsibility of processing materiel covered by all requisitions coming from [redacted]

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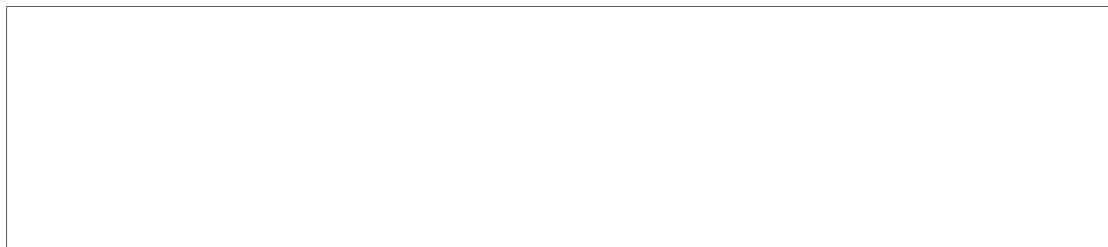
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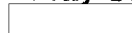
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(3) Obtained information for FE Division, relative to the establishment of rentals for quarters on  Adjustments may be made for poor conditions. The procedure and regulations to initiate action for an adjustment were provided the FE Division.

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